Title	**Manage a hazard identification and management control system in an automotive workplace**		
Level	**5**	**Credits**	**10**

Purpose	This unit standard is for people in an automotive workplace to implement and apply a hazard management control system. People credited with this unit standard are able to: describe a hazard identification and control management system for an automotive workplace; maintain a hazard identification and control system for an automotive workplace; assess hazards and risks in an automotive workplace; manage hazard controls for an automotive workplace; describe procedures for monitoring hazards, monitor of hazard controls, and reporting, for an automotive workplace.

Classification	Motor Industry > Vehicle Bodywork

Available grade	Achieved

Guidance Information

1 Legislation and references
The relevant standards and legislation for this unit standard include but are not limited to:
AS/NZS ISO 31000:2018 *Risk management – Principles and guidelines*;
AS/NZS 4804:2001, *Occupational Health and Safety Management Systems - General guidelines on principles, systems and supporting techniques;*
Health and Safety at Work Act 2015 (HSWA).

2 Definitions
Hazards – those occurrences, processes, substances, or situations in the workplace that are an actual or potential cause or source of harm.
Radiation – ultraviolet exposure, sources of infrared heat, welding.
Workplace requirements refers to organisation policies and procedures that are documented in memo, electronic, or manual format and available in the workplace, and are consistent with manufacturer's requirements. They may include but are not limited to – standard operating procedures, site specific procedures, site safety procedures, equipment operating procedures, quality assurance procedures, product quality specifications, references, approved codes of practice, housekeeping standards, environmental considerations, on-site briefings, supervisor's instructions, and procedures to comply with legislative and local body requirements relevant to the industry sector.

3 Assessment information
The candidate will use the hazard management system and processes developed for use in their workplace as evidence for assessment or in a simulated workplace environment.

Outcomes and performance criteria

Outcome 1

Describe a hazard identification and control management system for an automotive workplace.

Performance criteria

1.1 A hazard identification and control management system is described in accordance with workplace requirements, relevant standards, and legislation.

Range includes but is not limited to – hazard identification process, risk register, process to implement controls, process to regularly monitor and review control plans, procedures for managing new processes or equipment.

Outcome 2

Maintain a hazard identification and control system for an automotive workplace.

Performance criteria

2.1 Hazards are described in terms of their categories.

Range categories include but are not limited to – physical, chemical, electrical, biological, ergonomic, psychological.

2.2 Hazard identification procedures are reviewed in accordance with workplace requirements and amended where required.

Range hazard identification procedures may include but are not limited to – job safety analysis, work area analysis, hazard vs risk. evidence of one procedure is required.

2.3 Processes for monitoring the occurrence of health and safety related incidents in the workplace are described in terms of their relationship to hazard identification.

2.4 Documentation associated with hazard identification is completed in accordance with workplace requirements.

Outcome 3

Assess hazards and risks in an automotive workplace.

Performance criteria

3.1 The significance of the hazards identified in the hazard identification process is defined in terms of the HSWA.

3.2 Risk assessment procedures are applied in accordance with workplace requirements.

Range procedures may include but are not limited to – an assessment of likelihood, consequences, and subsequent level of risk.

3.3 Risk assessment documentation is completed in accordance with workplace requirements.

Outcome 4

Manage hazard controls for an automotive workplace.

Performance criteria

4.1 Controls to manage identified hazards are maintained in accordance with workplace requirements.

4.2 Procedures to manage emergencies are maintained in accordance with workplace requirements.

Range may include but are not limited to – emergency response plan, communication procedure, environmental management plan.
evidence of two procedures is required.

Outcome 5

Describe procedures for monitoring hazards, monitor of hazard controls, and reporting, for an automotive workplace.

Performance criteria

5.1 Procedures for monitoring hazard controls are described.

Range may include but is not limited to processes that relate to – inspection, preventative maintenance, near miss incidence, incident reporting and investigation, management review, environmental and health monitoring, corrective action, training, procedural, procurement.
evidence of three procedures is required.

5.2 Procedures and frequency for monitoring employees' exposure to hazards are described.

Range hazard exposure may include but is not limited to – chemical, radiation, noise, dust, psychological.
evidence of two different procedures is required.

5.3 Reporting of hazards and hazard control monitoring is described.

Range must include – internal reporting, serious harm.

Planned review date	31 December 2028

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	28 September 2023	N/A

Consent and Moderation Requirements (CMR) reference	0014

This CMR can be accessed at http://www.nzqa.govt.nz/framework/search/index.do.

Comments on this unit standard

Please contact Hanga-Aro-Rau Manufacturing, Engineering and Logistics Workforce Development Council qualifications@hangaarorau.nz if you wish to suggest changes to the content of this unit standard.